



Job Description and Person Specification



Post Title:	Staff and School Support Assistant
Responsible for:	The day to day running of the staff kitchen and other school support tasks.
Hours, weeks and Salary	20 hours per week, working over 5 days, Monday to Friday. Term time only plus 8 directed days. Actual Salary £8,801

Main Purpose of Job

To provide staff and school support. This will include the running of our staffroom kitchen area to provide domestic support at break times; provide a refreshments service for school events and meetings; operate our lost property procedure; post duties and message delivery around school.

All postholders at Oakwood High School are required to work at their designated level to support the implementation of all school policies and procedures to achieve the key targets of the school. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will work in collaboration with a range of staff across the Academy in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody)

L= Leadership (guide, direct and influence the outcomes of)

O=Operational (day-to-day management and control of these activities)

1	Support for staff and pupils	A	L	O
1.1	All cleaning and preparation duties related to the smooth operation of our staffroom kitchen to provide support at break times.	√		√
1.2	Provide a refreshment and basic hospitality service for school events and meetings; this will require flexibility in working hours and will	√		√

	include some evening duties to support school events such as parents evening, awards evenings and school concerts, etc.			
1.3	Operate the school lost property procedure as directed. Ensuring the stock levels in the uniform store are adequate - order items as necessary through finance.	√		√
1.4	Check and ensure the stock levels in the uniform store are adequate - order items as necessary through finance.	√		√
1.5	Distribute incoming post and deliveries around school, put leaflets and letters in pigeon holes.	√		√
1.6	Laundering the school uniform, PE kits and other items as and when required.	√		√
1.7	Deliver messages to pupils and staff, collect pupils from classrooms as required.	√		√
1.8	Watering the plants around school (inside and out) and staff garden.	√		√
1.9	Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.	√		√
1.10	Log incidents of poor or good behaviour via Go 4 Schools and refer to senior staff when necessary.	√		√
1.11	Encourage pupil behaviour and standard in line with school policy and procedures.	√		√

2	General			
2.1	All employees have a responsibility for implementing all School Policies and procedures and working in accordance with the Code of Conduct for Staff.			
2.2	All employees will be asked to work at their level on pupil interventions to meet pupil needs and school targets.			
2.3	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.			
2.4	Understand Appraisal and Continuing Professional Development (including attendance and contributions to School INSET and Planning events). Recognise own strengths and areas of expertise and use these to achieve and to support others.			
2.5	Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy and using CPOMs.			
2.6	Contribute to the overall ethos / aims of the school.			
2.7	All staff are required to establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.			
2.8	All staff are required to log incidents of poor or good behaviour via Go 4 Schools and refer to senior staff when necessary.			
2.11	Attend work on a regular basis, punctuality is essential.			

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

Person Specification
Post: Staff and School Support Assistant



Personal Skills Characteristics		Essential	Method of Assessment
1	Experience		
1a	Some experience of working with young people and a positive attitude to young people.	Desirable	AF/I/R
1b	Experience of cleaning and catering work suitable to the post.	✓	AF/I/R
2	Skills		
2a	Understanding of requirements for health and hygiene in the workplace.	✓	AF/CQ
2b	Willingness to use IT relating to the duties of the post.	✓	AF/I/CQ
2c	Must be willing to become a basic first aider.	✓	I/CQ
3	Personal Qualities		
3a	Conscientious, honest and reliable.	✓	R
3b	Ability to work on own initiative.	✓	I/R
3c	Must be organised and flexible.		
3d	Ability to establish and maintain good relationships with a range of adults and pupils.	✓	I/R
3e	Ability to communicate with a range of adults and pupils.	✓	I/R
3f	Having a flexible approach to day-to-day working.		
3g	Able to follow instructions.		
3h	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓	I/R
4	Mandatory Requirements		
4a	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	C
4b	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF
4c	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF
5	Physical Requirements		
5a	Health and physical capacity for the role.	✓	I/R
5b	A good attendance record in current employment, (not including absences resulting from disability).	✓	I/R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Key to abbreviations: **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check.